

27 August 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: Stanley M. Moskowitz
Director of Training and Education

SUBJECT: Weekly Report

25X1 * 1. On 25 August, the Chief of OTE's Career Training Division briefed Ambassador Charles Bray, and three other State Department officials with ambassadorial rank, on the Agency's Career Training Program. Ambassador Bray, recently appointed as Director of the Foreign Service Institute, is looking for ways to improve the training of Foreign Service Officers and views the Agency's program as a potential model. Other State Department officials at the briefing included William Swing, Deputy Assistant Secretary for Personnel, and Donald Leidel, Dean of FSI's School of Professional Studies.

* 2. Syndicated columnist and television commentator George Will has accepted our invitation to participate in the Agency's Guest Speaker Program. Mr. Will will appear in the Auditorium on Wednesday, 6 January 1988, addressing social and political issues that are relevant at that time.

25X1 3. OTE's Executive Seminar for new SIS officers will be held 31 August - 4 September at the Donaldson Brown Conference Center. Nineteen participants are scheduled to attend. Senior Agency managers addressing the seminar include the DDCI on 28 August (Friday before the course); the DDA, DDS&T, ADDI and the ADDO for National Activities. The Wednesday evening guest speaker is Dr. Edward Luttwak, Senior Fellow in Strategic Studies at the Georgetown University Center for Strategic and International Studies.

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25X1 5. Video tapes of the training programs presented in the Headquarters Auditorium during Professional Secretaries Week are now available in OTE's Headquarters Learning Center.

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25 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

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Chief, Career Training Division, OTE

SUBJECT:

Career Training Division Weekly Report
18 August 1987 through 25 August 1987*the OTE'S*

* 1. On 25 August, Chief, Career Training Division *WCH* briefed Ambassador Charles Bray, and three other State Department officials with ambassadorial rank, on the Agency's Career Training Program. Ambassador Bray, recently appointed as Director of the Foreign Service Institute, is looking for ways to improve the training of Foreign Service Officers and views the Agency's program as a potential model. Other State Department officials at the briefing included William Swing, Deputy Assistant Secretary for Personnel, and Donald Leidel, Dean of FSI's School of Professional Studies. [REDACTED]

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2. A member of the Training Branch, Career Training Division, participated in briefings on the Agency for Special Assistant to the DCI [REDACTED] OTE provided an Agency overview along with a brief history of CIA. [REDACTED]

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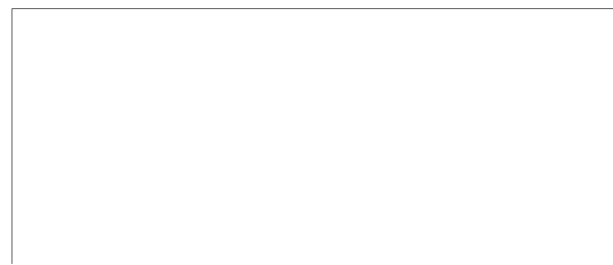
3. Dr. Phillip Eckman, Director of the Office of Research and Development, DS&T, will have lunch with the DS&T CTs on 25 August. Prior to lunch, Dr. Eckman will speak to the Career Trainee Development Course. [REDACTED]

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24 August 1987

MEMORANDUM FOR: Director of Training and Education
FROM: Paul H. Corscadden
Director, Center for the Study of Intelligence
SUBJECT: Weekly Report/CSI

A Syndicated columnist and television commentator George Will *✓*
has accepted our invitation to participate in the Agency's
Guest Speaker Program. Mr. Will will appear in the Auditorium
on Wednesday, 6 January 1988, addressing social and political
issues that are relevant at that time.



Paul H. Corscadden

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25 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Leadership Development Division

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SUBJECT: LDD Weekly Report 14 - 21 August 1987

1. With assistance from an officer of the IG Staff and a veteran DO case officer, [REDACTED] (EDS/LDD) has completed a case study on ethics for use in the Midcareer Course. The case study, which involves a case officer who faced an ethical dilemma while serving in an overseas post, will be used along with other material to challenge students to discuss ethical dilemmas. These initiatives are being coordinated with other OTE efforts on teaching ethics to EODs and CTs. [REDACTED]

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2. [REDACTED] (EDS/LDD) meet this week with [REDACTED] (OMS) to discuss the feasibility of producing an Executive Stress and Health Management seminar as part of the Executive Development Electives Program. The seminar could be offered as early as 3-4 November. [REDACTED]

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4. MTB ran a pilot version of the Counseling Skills Elective for Managers 17 - 18 August. [REDACTED] presented the course which grows out of the old supervisory Counseling Course. Although last minute cancellations dropped the enrollment from 13 to 8, the students were very positive. Some who had been in Leading People felt it complimented and did not duplicate the counseling/communications skills day in that course; this is one of our essential objectives. A detailed evaluation will be prepared. [REDACTED]

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5. Managing in CIA ran to a particularly enthusiastic audience 19 - 21 August. This was in part because it was conducted by the "overseas" team- [REDACTED] Students commented that the blend of perspectives was most valuable. [REDACTED]

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25 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Intelligence Training Division

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SUBJECT:

IT Weekly Report

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2. Negotiate to Win (23 students) and Writing in the S&T (10 students) completed successful runnings last week. Course evaluations were 4.5 and 4.7 out of a possible 5.0, respectively.

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28 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

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Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. LTD systems administrator [] and Danish instructor [] recently conducted three Xerox Star 8010 workshops for LTD beginning, intermediate, and advanced graphics users. [] also assisted FBIS/JPRS/NEA employees to create a Star Chinese glossary for their "NO UNCERTAIN TERMS" publication and guided two other JPRS employees in taking the system's on-line "Introduction". OTE Star users are encouraged to contact [] for additional mid-September or specially scheduled workshops.

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2. On 19 August 1987 DC/LTD and AC/S&G Department, visited ORD's Information System Research Division to discuss the development of an Intermediate Russian Reading Course using Artificial Intelligence and delivered by microcomputer. ORD showed interest in the undertaking and will advise as to feasibility, timing, and resources required. Present were [] Chief/Information Systems Research, [] Senior Scientist, [] Computer Scientist and Computational Linguist, and [] Chief Scientist. []

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5. LTD Chief, Testing completed a running of the Oral Proficiency Testing and Rating Workshop 3-14 August 1987. One FBI translation specialist and 11 LTD instructors representing seven languages were trained.

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25X1 This running of the workshop marked the first time it was offered full-time rather than part-time. The increased training time allowed participants more opportunities to conduct mock interviews (seven per participant), and to view and critique specially prepared training videotapes. Participants are now in phase II of their training which includes test observation, participation in oral proficiency tests under the guidance of master testers, and a series of tape-listening and rating exercises. Upon completion of these requirements, testers will be officially certified.

25X1 6. On 30 July 1987, LTD Chief/Testing gave an oral proficiency test refresher workshop for 15 FBI testers, the director of FBI Language Services Unit, and the FBI Testing Program Manager. Included in the one-day training were ESL testers selected to conduct ESL testing of LTD staff.

25X1 7. There were 38 reading and 43 oral proficiency tests the past week compared to 33 reading and 47 oral proficiency tests the previous week.

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25 August 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

[REDACTED]

Chief, Information Systems Training Division

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SUBJECT:

ISTD Weekly Report - 19-25 August 1987

1. [REDACTED] has spent the last week working with DO/IMS and Discworks Corporation in the development of a self-study word processing package on the Wang Alliance.

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2. [REDACTED] first day as the Chief of the Word Processing Training Branch was Monday, 24 August.

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[REDACTED]


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25 August 1987

MEMORANDUM FOR: Director of Training and Education

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FROM:


Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

Training
Video tapes of the programs presented in the Headquarters Auditorium during Professional Secretaries Week are now available in OTE's Headquarters Learning Center, which will provide them to Agency components on request. (U)

The tapes are now made available ✓

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Administration Division Weekly
17-21 August 1987

Conferencing

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Miscellaneous

Awards Ceremony held 19 August for approximately 30 employees. Logistics Branch provided set-up support.

Budget & Finance

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Personnel

C/PB met with OTE management on 19 August to review C/LTD's staffing.

C/PB, DC/PB, and C/AD met with OTE management and CMO re OTE Career Evaluation System. Will prepare draft instruction incorporating approved modifications.

C/PB has received OTE Division Chiefs' nominees for the 1987/1988 Panel cycle. "Strawman" proposal being prepared for D/OTE's approval.

DC/PB attended Managing in CIA 19-21 August.

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Security

SO presented security orientation briefings for the Instructor Certification Course on 17 August and the Information Security Systems Course on 18 August.

SO attended the monthly Area Security Officers meeting.

Logistics

CofC Air Conditioning: GSA is still awaiting additional parts to complete installation of new compressor.

1st Floor: Carpet arrived but had to be returned because of color. New date for carpet installation is 26 August. Mid-September is the schedule for completion of the ground and 1st floor.

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Handicap Renovation: Renovation completed except for minor painting and tile work. The handicap employee in OMS expressed her thanks for the renovation.

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